

GRANT REVIEW FORM

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Review and Coordination – The Unified Grants Process

In 1972, the Minneapolis City Council passed a resolution directing the City Coordinator to create an integrated consolidated grant and general revenue financial aid process for the City of Minneapolis. In 1978, the City Council acted to require any City or MCDA department seeking private grant funding to obtain prior City Council authorization. In 1985, 1988, and again in 1998, the City Council directed the City Coordinator to develop and administer specific procedures regarding applications. The Park Board and the Library Board have been requested to participate. Sarah Moffitt, 673.2509, Office of Grants & Special Projects – Room 200 City Hall, is the contact person for questions regarding the Unified Grants Process.

Process

All Grant Applications must be reviewed by the Grants Office (prior to the Ways & Means Agenda Setting if Council action is required).

Grant Applications require Council approval only if:

1. More than one Department is applying for the same funds and prioritization is required, (or)
2. Grant request exceeds \$250,000, (or)
3. Grant requires any local cash match, (or)
4. Grant requires new hiring to implement the project, (or)
5. The project, if funded, would require an expectation for the City to continue the funding, (or)
6. The application appears to be inconsistent with the City's Annual Budget, Comprehensive Plan, Consolidated Plan, etc., (or)
7. The application includes controversial or unclear elements.

ALL grant awards must be formally accepted by the City Council.

Department Responsibility

1. Prior to application, provide the Grants Office with a brief Narrative and Budget.
2. Assist the Grants Office staff in completing the Grant Review Form.
3. Include the Grant Review Form with any Council action.
4. Notify the Grants Office when the grant is denied or approved and, if approved, the final amount awarded.

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Review Process

- 1) Department: Planning 2) Room Number: CH 210
3) Contact: Amy Lucas 4) Phone Number: 673-2422
5) Grantor Agency: Minnesota Historical Society (MHS)
Program: Certified Local Government (CLG) grant
6) Project Title: 2003-2004 CLG grant
7) Project Description: Historic Resources Survey of Minneapolis (Northeast Minneapolis)
Application Date: 2/24/03 Start Date: 10/20/03 Finish Date: 7/31/04
8) Budget: Grant \$12,000 Matching: \$20,000 Total: \$32,000
Source of Match Funds: City of Mpls General Funds
Fund Code: 060 380 3820 5070 for acceptance of grant.
9) More than one Department applying for grant? Yes No X
Does grant request exceed \$250,000? Yes No X
Does grant require local cash match? Yes X No
Does grant require new hiring to implement? Yes No X
Does grant require continued funding? Yes No X
Is application inconsistent with City's goals? Yes No X
Is application controversial or unclear? Yes No X
If any of 9) above are yes, explain: Condition of grant receipt
10) Is recipient area(s) completely or partially included within the Minneapolis Empowerment Zone Yes __X__ No
Recipient area(s) (Ward, Neighborhood, blocks, Precinct, etc.): Ward 1, 2, 3
11) Committee: Ways and Means Committee Date: 8/18/03
Council Date: 8/22/03
12) Copy to Budget Date:
13) Reviewed By: Submitted By:
Matt Bower Planning Dept. 8/7/03
Grants Office Department Date

- 14) Departments – please provide status (award/deny) of all Grant Applications.

Date	Date	Date	
Denied	Awarded 8/03	Accepted 8/7/03	Amount \$12,000